

BRIDGEPORT PUBLIC LIBRARY: BEARDSLEY BRANCH

2536 East Main Street, Bridgeport, CT 06610

203-332-0025

Hours of Service Effective 12/4/24

Monday: 10am- 6pm

Tuesday: 12pm- 8pm

Wednesday & Thursday: 10am-8pm

Friday & Saturday: 10am- 5pm

APPLICATION FOR USE OF MEETING ROOMS AT BEARDSLEY BRANCH

The meeting rooms are available during regularly scheduled Library hours and must be vacated fifteen (15) minutes prior to closing time. The Community Room can accommodate eighty (80) people. The Collaboration Hub can accommodate six to ten (6-10) people. Light refreshments may be served in the Community Room. This form must be completed and returned to the Library prior to using the meeting rooms or lobby tables. Room use data will be submitted to the information desk upon completion of the program.

Name of Organization: _____

Person Responsible for Program: _____

E-mail Address: _____

Address: _____

Telephone: _____

Purpose of Meeting or Event: _____

Date of Your Meeting or Event: _____

Time of Your Meeting or Event (please list beginning and ending times): _____

Room Requested: Community Room Collaboration Hub

Number of People expected: _____

Equipment Needed: #Chairs #Tables Laptop Projector

Podium with microphone Speaker

(Please specify and check with staff in advance to see if available)

The person signing this form must be in attendance at the event, has read, understands and is responsible for the observance of the Collaboration Hub and Community Room Guidelines attached. Violation of meeting room policies can result in termination of the meeting. This form must be completed and signed prior to the program. Once approved, your meeting will be confirmed by email. Groups are responsible for setting up, cleaning and putting back provided chairs and tables.

Your signature: _____

Date: _____

Library Signature: _____

Date: _____